

BASIC TELEWORKING AGREEMENT

You have been approved to serve in the Goddard Space Flight Center's (hereinafter referred to as "GSFC") Teleworking program. This Agreement, effective from _____ through _____, is between _____, an employee of the Goddard Space Flight Center (hereinafter referred to as "employee") and the GSFC, and allows the employee to telework on a _____ (regular or intermittent) basis for the specified time period. The employee voluntarily agrees to perform services for GSFC as a teleworker at the approved alternative worksite indicated in Enclosure 1 of this Agreement and to adhere to the applicable guidelines and policies. The employee recognizes that such an arrangement is not an employee entitlement but an alternate method the GSFC may approve to accomplish work. Employee and GSFC agree to try out the arrangement for a reasonable time period agreed to by the employee and supervisor, unless unforeseeable difficulties require cancellation prior to completion of the trial period. The supervisor may cancel employee's participation at any time due to negative impact on employee's performance, adverse impact on the employee's work group or the work itself, or change in job requirements making the position unsuitable to teleworking. The supervisor will notify the employee in writing at least two weeks prior to termination of this Agreement. The employee may terminate this Agreement at anytime.

1. The employee's official duty station is Goddard Space Flight Center, Greenbelt, MD (or Wallops Island, VA). The employee's alternative worksite is shown on Form _____.
2. All pay, special salary rates, leave and travel entitlements will be based on the employee's official duty station.
3. The employee's timekeeper will maintain a copy of the employee's approved teleworking schedule. This schedule will be adhered to unless temporarily changed with the approval of the supervisor.
4. The employee must obtain supervisory approval before taking leave in accordance with established office procedures.
5. The employee will continue in a pay status while working at the alternative worksite. If the employee works overtime that has been ordered and approved in advance, he or she will be compensated in accordance with applicable laws and regulations. Failing to obtain proper approval for overtime work may result in nonpayment for work performed and removal from the teleworking program or other appropriate action.
6. If the employee uses government-owned equipment (indicated on Form _____), employee will borrow and protect the Government equipment in accordance with the procedures established in the Federal Property Management Regulations. If the employee provides his or her own equipment (indicated on Form _____), he or she is responsible for servicing and maintaining it.
7. The employee may be subject to home inspections by GSFC safety personnel of the alternative worksite during normal working hours to ensure proper maintenance of Government-owned property and work site conformance with safety standards and other specifications in these guidelines. The employee will be given at least 24 hours advance notice of the inspection. The notice may be given by telephone call, phone mail (with receipt), e-mail (with receipt) or U.S. Mail. For members of the GESTA bargaining unit, a union representative may be present at the

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inspection, at the request of the employee.

8. The employee understands that he or she is covered under the Federal Employee's Compensation Act while actually performing official duties at the alternative worksite. He or she may qualify for compensation for on-the-job injury or occupational illness in the same manner as employees working at the official worksite. Any accident or injury occurring at the alternative worksite must be brought to the immediate attention of the supervisor who must investigate reports immediately following notification.
9. The Government will not be liable for damages to an employee's personal or real property during the course of performance of official duties or while using Government equipment at the alternative worksite except to the extent the Government is held liable by Federal Tort Claims Act or claims arising under the Military Personnel and Civilian Employees Claims Act.
10. The Government will not be responsible for operating costs, home maintenance, or any other incidental cost (e.g., utilities) whatsoever, associated with the use of the designated alternative worksite. By participating in this program, the employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the Government, as provided for by statute and implementing regulations.
11. The employee agrees to obtain from the primary worksite all supplies needed for work at the alternative worksite. Out-of-pocket expenses for supplies regularly available at the GSFC will not normally be reimbursed.
12. The employee will complete all work assignments outlined in Enclosure 1 of this Agreement by the due date specified and in accordance with guidelines, standards and metrics stated in the employee's performance plan.
13. The employee's job performance will be evaluated on job elements and performance criteria determined by the supervisor in conjunction with the employee.
14. The employee's most recent performance rating on record must be "meets" expectations in order to continue in the teleworking program.
15. The employee's current performance plan applies to work completed at the official worksite as well as the alternative worksite.
16. The employee will apply approved and reasonable safeguards to protect Government/GSFC records from unauthorized disclosure or damage and will comply with data security regulations contained in the GSFC Security Manual as well as Privacy Act requirements set forth in the Privacy Act of 1974, Public Law 93-579, codified at Section 552a, title 5 U.S.C. Classified data may not be taken to or accessed from the alternative worksite. This also applies to source selection information or contractor bid or proposal information for competitive procurements unless prior approval is obtained from the source selection official or designee.
17. The employee agrees to limit performance of officially assigned duties to the official worksite or alternate work site. Failure to comply with this provision may result in loss of pay, termination of the Teleworking Agreement, and/or other appropriate disciplinary action.

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The employee agrees to adhere to the terms outlined in Enclosure 1 of this Agreement.

Administrative Supervisor	Code	Date
Technical Supervisor (if applicable)	Code	Date
Employee	Code	Date